

Minutes for the
Daggett County Planning & Zoning Meeting
December 9, 2015 at 5:30 PM

Members Present: Woody Bair; Chair, Stew Leith; Vice Chair, Brian Raymond; alternate and Carrie Poulsen; alternate and secretary.

Members Absent: Al Ladeau, Chad Reed, both excused.

Guest Present: Niel Lund

1. Woody welcomed everybody and called the meeting to order at 5:30 PM.

2. Consideration & Discussion: Approval of minutes from November 18, 2015. Brian had some changes to the minutes 2/3 of the way down on number 3, liable should be liability. First line on page 2 should read as agricultural land not of agricultural land. In the middle of the third paragraph on page 2 should say preface not preference. On page 4 number 10, 8-4-3 should say expenses not expensive. Brian Raymond motioned to approve with changes, Stew seconded. All in favor, motion passed.

3. Public Comments 5 minutes if needed: No public comments.

4. Election of Chairperson and Vice Chairperson for 2016 to be effective January 1, 2016. After discussion Stew motioned to retain Woody Bair as Chair and himself as Vice Chair for 2016. Brian seconded, all in favor. Motion passed.

5. Consideration & Discussion: Set 2016 meeting schedule. After discussion Stew motioned to keep the monthly meetings on the third Wednesday of the month at 6:00 PM at the County Courthouse.

6. Consideration & Discussion: Building Permit Fee Schedule. Woody had the board look at Article XVIII that list most of the current fees. After discussion the board would like to propose the following changes to the County Commissioners. The board suggests that when somebody applies for a building permit that they pay a deposit to cover and plan reviews. The board recommends the following deposits; Residential buildings a deposit of \$300.00, accessory buildings a deposit of 100.00 and on commercial buildings a deposit of \$600.00. Matt Tate, building inspector, sends some of the commercial reviews to Kimball Engineering so people need to be aware that there could be more fees. Carrie presented fee schedules from Uintah and Kane County. Woody would like to reference Uintah County fees since they are nearby. After discussion and Niel advising the board that they cannot impose or collect a land use application fee that exceeds the reasonable cost of processing the application or issuing a permit or the inspection regulation or review fee that exceeds the reasonable cost of performing the inspection or review. A review fee cannot be more than 65%

of the total cost. The county would have to be able to produce an itemized statement of the costs if someone requested it. The board would like the following fees changed.

1. Building permit deposits: These fees will go towards the total building permit cost but is non-refundable as this covers the building inspectors cost. No refunds.

a. Residential building plan review three hundred dollars (\$300.00)

b. Accessory Building Plan review one hundred dollars (\$100.00)

c. Commercial building plan review six hundred dollars (\$600.00).

2. Petition for Rezoning: Three hundred dollars (\$300.00) for each application.

3. Appeals to the Board of Adjustment; appeals or request for variance: One hundred dollars (\$100.00) for each petition.

4. Preliminary Review of Planned Industrial Development: Six Hundred dollars (\$600.00) minimum, plus five dollars (\$5.00) per acre and any fraction thereof.

5. Preliminary Review of Planned Unit Development: Four hundred dollars (\$400.00) minimum, plus five dollars (\$5.00) per acre and any fraction thereof.

6. Resubmittal of Preliminary Review of Planned Industrial Development Plan and Planned Unit Development Plan: One hundred dollars (\$100.00).

7. Final submittal Review of Plans for a Planned Industrial Development Plan or Planned Unit Development Plan:

a. One hundred dollars (\$100.00) for one (1) to four (4) lots.

b. Two hundred dollars (\$200.00) minimum plus three dollars (\$3.00) per lot for plats with five (5) to twenty-five (25) lots.

c. Three hundred dollars (\$300.00) plus two (\$2.00)

d. One hundred dollars (\$100.00) for every resubmittal.

8. Conditional uses Application: Two hundred dollars (\$200.00) for each application.

9. Lot Line Adjustment: One hundred dollars (\$100.00) for each application. There will need to be a new application made for this. There is also a plat amendment if in a subdivision. After discussion the ordinance stands that if it is the same owner that he just has to have a boundary line recorded, no fee will be charged except recording fee and if they need a survey to get a legal description.

10. These fees are in addition to all required subdivision fees. After discussion the board would like the following for subdivision fees.

- a. A single lot subdivision will be two hundred dollars (\$200.00).
- b. Major application fee is five hundred dollars (\$500.00).
- c. Minor application fee is four hundred (\$400.00).

The board would like this fee schedule ready to present to the County Commissioners on December 22, 2015. Stew Leith made a motion to recommend all the fee changes to the County Commissioners. Woody asked for any other discussion. Brian Raymond seconded, all in favor, motion passed.

7. Consideration & Discussion: Planning & Zoning Bylaws. There were some changes made since the last meeting. Brian added the official name and restructured the organization part so it flows better. Duties of Vice chair is now B., Temporary Chair is C., and Secretary is now D. Secretary's duties is a. and the subcategories are now roman numerals. After discussion regarding meeting attendance the board decided to leave it as written. The board would like the County Commissioners to officially remove Ryan Morgan from the Planning & Zoning board since he has not provided a resignation letter and he has moved out of the County. Carrie will add this to the next Planning and Zoning agenda so the board can make an official motion to recommend this to the County Commission. Number 13 add "by phone or any electronic means are considered present also". Number 15 take out "the public meeting shall not begin until after 5:00 PM and at 4:00 PM or at such other appropriate time regarding field trips. D. Procedure-Order of Business #20 to be changed as follows. a. Field trip b. Welcome, Call to order, c. Roll taken by secretary, d. Public hearings (when needed and advertised), e. Approval of minutes, f. Public Comments, g. Consideration of New business items, h. Consideration of old business/follow up from previous meetings, i. Other business at the discretion of the Chair, j. Review date and next meeting agenda items. Item 23 change as follows; All major issues presented to the Planning commission for their consideration may be accompanied by a staff report detailing the overview, background, analysis and staff recommendation(s) which shall include findings of fact and conditions for approval. Staff reports may address the portion of within the guidelines of the ordinance and applicable master plan(s). Staff reports shall be as concise as possible while allowing for adequate coverage of the subject matter and shall be made available to anyone requesting a copy of the staff report. Take out "copies of staff reports and other pertinent materials shall be made available the planning commission members prior to regularly scheduled planning commission meetings. Member of the public can obtain a copy of any staff reports prepared on the day of the planning commission meeting". Under E. Procedure, d) should be Planning Commission not County Commission. Woody asked what the procedure is for handling an unruly person at a meeting. Niel said to tell them they are out of order and if they continue to refuse you can have them escorted out, by law enforcement if necessary. Number 36 changed to read The chair shall open and close the public hearing prior to Planning Commission discussion and vote on the matter. Number 37 should read the chair may call for a break not shall. Change 38 to Adjourn not Motion to Adjourn. After discussion change 41 to read Tie votes result in no Planning Commission action. Stew Leith motioned to recommend these By-Laws to the County Commissioners, Woody asked for more discussion. Brian seconded. All in

favor motion passed. Carrie will recommend to the County Commissioners for their December 22, 2015 meeting.

8. Building Permit Report: Nothing new to report.

9. Public Lands Report: Nothing new to report. January 19, 2016 there is an open house with the UBAG contractors that are developing a Tri County Plan.

11. Old Business: Carrie said she worked more on the building permit checklist and Woody asked for that to be on the next agenda. No other old business.

12. Follow up: Hand in Hand Outdoor Veterans Camp. No update at this point in regards to the letter from Tri County sent on November 24, 2015 that declined their application. Dutch John Resort, they have not turned in the rest of the store plans. As of now all that has been approved is the foundation for the store. Tension Membrane Structure, Carrie said the County Commissioners had it on their agenda yesterday and voted to accept it with a couple of changes. There was some question if they need to have a public hearing regarding this and if it was approved by Ordinance. Article for Daggett County Newsletter. Carrie asked if the board wanted her to write up a “did you know” article. Woody would like this in January’s newsletter.

13. Item for next agenda: Letter to recommend removal Ryan Morgan from P&Z board.

10. Consideration & Discussion: Review of Daggett County Land Use Ordinances. Start on 8-6A-1

Chapter 6

Zoning Districts, Article A Multiple Use, Agricultural and Rural Residential Districts

Section:

8-6A-1: Purposes

A. 1. Multiple Use Districts: After discussion no change.

2. Agricultural Buildings... Niel will ask Sue Olorenshaw if there is an Ordinance adding this to the provision. No changes to the chart.

B. 1. Yes to add “The Purpose of this district is” at the beginning of the paragraph. Put a space in between in appropriate.

2. Agricultural Buildings... Niel will ask Sue Olorenshaw if there is an Ordinance adding this to the provision. Same follow up as A-2. No change to the chart.

C. Rural Residential Districts. Yes to add “The Purpose of this district is” at the beginning of the paragraph.

8-6A-2: Codes and Symbols. Yes to add **dash, “-”**. **If a regulation applies in a given district, it is indicated in the appropriate column by a**

8-6A-3: Uses. According to chapter 14 of this title, it appears “solar structures” should be added to the table of uses as a permitted use in all zones. Yes to include this.

8-6A-4: Area, Width, Frontage, Yard, Height and Coverage Regulations

The next regular meeting is scheduled for January 20, 2016 at 6:00 PM. The board scheduled a work meeting for January 6, 2016 from 5:30 to 8:30 PM. No other considerations. Meeting adjourned at 8:30 PM.